

TO: Personnel Committee Members

THRU: G. Robert Lee, County Administrator

FROM: Francine Bouldin, Human Resources Director

SUBJECT: Personnel Committee Minutes – Meeting of May 19, 2003

DATE: May 21, 2003

Meeting commenced at 12:30 p.m.

Attendees: Larry Weeks, Harry Atherton, Bob Lee, Randy Wheeler, Kevin Burke, Rick Klinc, Francine Bouldin.

The meeting agenda was approved.

Minutes of the April 21, 2003 meeting were approved.

Establishment of an Additional PC Support Position for the Sheriff's Office

Rick Klinc began discussion of this issue. Mr. Klinc indicated that with an impending Network Administrator vacancy, he has the opportunity to restructure within the Information Technology (IT) Department. Mr. Klinc relayed that he proposes bringing the IT employee who performs services solely for the Sheriff's Office back into IT. This employee has the knowledge and expertise to provide much needed system backup for the County. The restructuring would allow for a more centralized management of network functions and would also reduce the County's dependence on F1. Mr. Klinc went on to say that the Sheriff feels a need to have an employee in his office to administer the law enforcement computer operations required of the Office. The IT Department does not provide this service to the Sheriff. The requested position would report to the Sheriff and would be budgeted in the Sheriff's Office. Additional funding would be requested through the Finance Committee to support this request.

Action: The Personnel Committee made a determination to forward this item to the Finance Committee without recommendation.

Request to Establish the Position of Management Intern

Due to time constraints, this item was held over from the April Personnel Committee meeting. Bob Lee shared with Committee members that Supervisor Sharon McCamy had taken an interest in the Management Intern program in Leesburg. The Administration conferred with the Leesburg Town Manager regarding their program and proposed the establishment of a similar program in Fauquier. The intern position would be a temporary position, not designed to be a permanent expansion to the organization. Salary costs for the program are estimated at \$38,853.

Action: After a brief discussion, the Personnel Committee declined to endorse the request to establish the position of Management Intern.

Policy Revisions

Policy 43, Americans with Disabilities Act, and policy 28, Assisting Employees with Life Threatening Illnesses, were presented to the Committee. With respect to policy 43, Francine Bouldin indicated that several sections of the policy were re-worded to make the language more concise. Mrs. Bouldin recommended abolishing policy 28, citing the fact that the information contained in this policy was inherent in the federal Americans with Disability Act and local policy.

Action: The Committee endorsed the proposed policy revisions. The item will proceed to the full Board for approval consideration.

Adjournment